



COLUMBUS RECREATION AND PARKS

MARINE EVENT PLANNING GUIDELINES

Marine Event applications should be submitted at least thirty days before the requested date and you may submit applications up to one year in advance. Some requests will require a pre-event meeting to discuss the many different issues required for these events to be successful. In addition to the ordinary application the following items and information will usually be requested:

- 1. Site map indicating the location of activities on the water and on shore.**
- 2. A parking plan that should include participant parking, spectator parking, and boat trailer parking. Also plans on how parking will be controlled (volunteers? Special duty police? Etc.) Parking on the grass or along park roadways is specifically prohibited and a plan to prevent this from occurring must be part of your overall parking plan.**
- 3. Plans for any headquarters, staging areas, judging areas, etc.**
- 4. Plan for restroom facilities.**
- 5. Plan for trash pick up and removal.**
- 6. Plan to provide first aid to participants and spectators.**
- 7. Plans for course markings that should include information on types of markers, placement location, date and time of placement and retrieval.**
- 8. Public liability insurance is now a requirement for all large events. (Details on reverse.) The insurance certificate should be provided at least ten days in advance of the requested event.**
- 9. Plans should include notification of the public and plans to provide the public access to launch ramps, marinas, staking areas etc.**
- 10. Plans on the placement, anchoring and removal of any additional dock structures required for the event.**

This should be considered as a minimum list of items to be addressed. Each event is different and other items may be requested as part of the approval process.